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File

30 October 1953

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MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. []

a. The new [] pouching procedure is being coordinated with the Commanding Officer, [], and is expected to be put into effect on 2 November 1953.

b. The Assistant Personnel Officer, [], will be in Headquarters during the week of 2-6 November to familiarize himself with recent revisions in personnel procedures.

2. []

b. Depreciation and other data being completed for submission on 30 October 1953 to CMD.

c. Arrangements are completed to transfer the surplus vehicle to another storage facility at a monthly saving of \$90. This will also expedite the possible sale of the vehicle through the local broker.

d. The weekly report of utilization of [] facilities is attached.

25 YEAR RE-REVIEW

3. []

a. Status of surplus [] personnel:

(1) [] have been reassigned to EE for overseas duty.

(2) Mr. [] has been reassigned to the Office of Security.

(3) Mr. [] are being processed through Agency reassignment channels.

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b. Information is being awaited from [] concerning releases and reassignment of military personnel assigned []

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5. [] Area Language Program.

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a. [] has submitted a justification for private tutor. The request has been sent to Chief, Programs Division for comment.

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b. [] Security Control Staff, has stated that he will be able to give security approval of the individual tutors in two or three days after receipt of requests.

B. ITEMS OF CURRENT INTEREST

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1. Phases I and II of OTR's move were completed on 23 October 1953. Phase III, which involves the offices of Messrs. Baird, [] and their staffs will take place on 3 November 1953.

C. NEW PROJECTS DURING WEEK - None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. IAC Participants in BIC

a. The National Security Agency, having been granted a quota of one student in every alternate class of BIC, will begin participating in the course beginning 2 November 1953.

b. The Department of Navy has withdrawn its applicant for the next BIC. It was ascertained that the persons nominated could not be spared at this time.

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2. Career Management Program. Pursuant to an outline of function received from the DTR, the Personnel Office, OTR, is embarking upon a full scale Career Management Program. Mr. [] will be primarily concerned with the implementation of this program under the general direction of the Chief, Personnel Section.

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3. Personnel. Mr. [] will be on military leave for two weeks beginning 9 November 1953.

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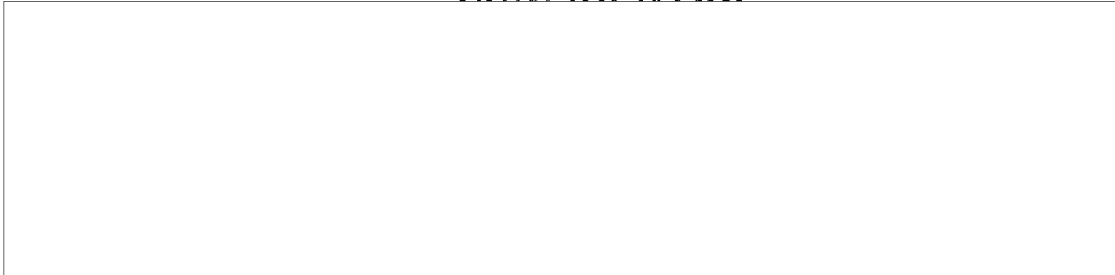
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



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5. Loan of Classroom. Room 105, R&S Building, has been made available to ORR for two hours each day, Monday through Thursday, for sixteen weeks beginning 2 November. ORR will conduct a course in 
 for ORR personnel in the space.

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Administrative Officer, OTR

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Attachment:  Report

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